

SERVICE ANNOUNCEMENT
AmeriCorps Member
Serving at Community Homeworks

Education Coordinator

Service date effective January 16, 2013.

Community Homeworks was founded in 2009 as an independent 501(c)(3) non-profit organization to fill the gaps in post purchase support for low income homeowners. Its mission is to live out the love of Jesus Christ through community development that produces and sustains dignified housing for low income families, a strategic network of good neighbors and the sustainable development of communities. This is accomplished by equipping low and very low income home owners with skills, resources, and financial assistance to empower them to maintain their property, build equity and engage with their communities through mentorships and collaborations to build healthy neighborhoods.

Member Activities

Full time members are required to serve for a minimum of 1,700 hours and a one year term at Community Homeworks. Members will attend several State and local trainings hosted by Habitat for Humanity of Michigan (our National AmeriCorps Service Program organization). Community Homeworks will also make additional training opportunities available. Members will earn a stipend of \$12,100 and may be eligible to participate in the AmeriCorps health insurance program and childcare benefits. Upon successful completion of the service year, members will be eligible for a \$5,550 education award to pay off existing student loans or return to school.

The member at Community Homeworks will work as a team with a second AmeriCorps member to continue the development and implementation of a collaborative, multi-agency homeowner education program by utilizing the existing curriculum and creating new curricula. They will serve as community liaisons for the program between the organization and other area community development corporations, with a focus on Kalamazoo Valley Habitat for Humanity. In addition, they will work together to implement the volunteer recruitment program for the education and other programs at Community Homeworks. The members serving in this capacity will:

- Coordinate and execute workshops in home maintenance and repair for Habitat for Humanity families and the low income community
- Work with the Habitat for Humanity Family Partner Coordinator to track and report on partner attendance, sweat equity hours and program completion
- Expand upon and execute a marketing strategy to draw new eligible clients to the education program
- Form a referral service in coordination with neighborhood associations and other agencies for the program
- Coordinate with Habitat for Humanity and other local housing agencies to modify and implement the workshop curriculum to meet the changing needs of each agency and the low income community
- Coordinate and schedule workshops several months in advance
- Recruit and retain volunteer teachers, assistants, and prop builders
- Assist instructors during the workshops as needed
- Research, identify and implement new workshops that would be beneficial to attendees
- Maintain accurate records and data for the program
- Other duties as assigned by the Executive Director

Minimum Qualifications

- High school diploma, GED certificate or agree to achieve GED within the year
- Minimum of 18 year of age, US citizen or permanent resident status
- Pass a criminal background and sex offender registry check
- Must have excellent interpersonal communications skills, both one on one and in large groups
- Proficiency with Microsoft Windows, Office and Publisher required
- Ability to work a flexible schedule (some nights and weekends will be required)
- Experience and skill in working with people of diverse backgrounds
- Excellent writing skills
- Excellent organizational skills
- Must have own transportation (mileage is reimbursed)
- College coursework or degree in community development or education field preferred but not required

Member Benefits

A stipend of \$12,100

Health insurance and child care benefits for eligible members

A \$5,550 Eli Segal Educational Award will be granted by the Corporation for National and Community Service Trust upon completion of the term of service, which can be used to pay off existing student loans or return to school.

Position-specific and field related training opportunities will be made available through Community Homeworks and Habitat for Humanity of Michigan.

Please submit cover letter and resume to:

Shaun Wright, Executive Director

Community Homeworks

Via e-mail to: swright@communityhomeworks.org

Via fax to: (269) 532-1717

Or mail to:

Community Homeworks

Attn: Shaun Wright

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